

**2013 Annual Town Meeting Calendar
and
Finance Committee FY2014 Budget Schedule**
as of 10/29/2012

September/October, 2012	Develop budget forms and letter Discuss budget process Develop initial revenue projections Finalize Calendar Liaisons meet with Depts., Bds. /Comms.
Mid-November, 2012	Fin Com sets budget targets and/or guidelines Budget forms & letter distributed to departments
November-December, 2012	Fin Com Liaisons meet with Dept Heads/Boards/Comms
Th. January 3, 2013	Deadline for submission of capital plans
Jan. 10 thru Feb 4, 2013	Acct./Treas./Tn. Adm. review budgets for accuracy and completeness Each Dept. meets with Acct./Treas./Tn. Adm. for questions/revisions
<u>F. January 11, 2013</u>	<u>Final Deadline for submission of budgets</u>
T. January 22, 2013	(Possible meeting) Capital Plan distributed to Capital Comm.
T. January 29, 2013	(Possible meeting) Capital Comm. chooses Depts. to meet with; prepares questions
M. February 4, 2013	Preferred Deadline for ATM money/placeholder articles
T. February 5, 2013	Capital Committee meets with Depts. to discuss Capital Plans Budget book distributed to Fin Com
T. February 12, 2013	Capital Committee makes preliminary recommends to Fin Com Meet with School Committee representatives Determine which Depts./Bds/Comms need to come to March 2 Budget Hearing Discuss questions for upcoming budget hearings
T. February 19, 2013	Snow Date
Feb. 16 thru Feb. 24, 2013	School Vacation Week: Members review budget book, talk to liaisons, develop and submit questions
F. March 1	Preferred Deadline for STM placeholder articles
Sat. Mar 2	Budget Hearings-see attached schedule

**2013 Annual Town Meeting Calendar
and FY2014 Budget Schedule (Continued)**
as of 10/22/12

T. March 5, 2013 Recall Depts. For Q&A (if needed)
Discuss Town Meeting Articles
Discuss Revenue and Expense Totals
Meet with School Committee Reps
Meet with Capital Committee (if needed)

Th. March 7, 2013 SNOW DATE

T. March 12, 2013 Meet with Capital Committee (if needed)
Discuss Budget Requests and Articles
Recall Departments for Q&A as needed

M. March 18, 2013 2 PM Final Deadline for submission of all ATM and STM Articles

T. March 19, 2013 Discuss Budgets and Capital Requests
Meet with Capital Committee (if needed)
Vote Preliminary Recommendations

T. March 26, 2013 Vote Final Recommendations

W. March 27, 2013 Last date for BOS to close the warrant

Th. March 28, 2013 SNOW DATE

March 29 - April 11, 2013 Period to prepare warrant text and tables

Wed. April 3 or 10, 2013 Presentation to Board of Selectmen
Board of Selectmen sign warrant

Fri. April 12 Last day to send warrant to printer

Thurs. April 25, 2013 Receive warrant back from printer

Mon. April 29, 2013 Last day to post STM warrant with constables

Mon. April 29, 2013 Warrant posted on the Website
(NOTE: Warrant is no longer mailed to households, per 2010 Bylaw change)

Mon. May 13, 2013 Annual Town Meeting

FY2014 Budget Schedule (Continued)
as of 10/29/2012

Saturday March 2, 2013

AM 9:00 Fire and Ambulance Budgets

9:45 DPW, Water Ent. and Snow & Ice Budgets

10:30 BREAK

10:45 Police Budget
Communications Budget
Animal Control Budget

11:30 Library Budget

12:00 LUNCH BREAK

1:00 Planning Budget (if needed)
Conservation Budget (if needed)
OSIC (if needed)
Veterans Budget; Memorial Day/Veterans Day (if needed)
Town Clerk and Elections Budgets (if needed)
Zoning Board of Appeals Budget (if needed)
Inspectional Services Budgets (if needed)
Board of Health Budget (if needed)
Council on Aging Budget (if needed)
Human Resources Budget (if needed)
Assessors Budget (if needed)

1:45 Recreation Budget

2:10 Town Administrator Budget

2:20 BREAK

2:35 Facilities Manager Budget

3:00 Accountant Budget

3:15 Information Technology Budget

3:30 Treasurer/Collector Budget (if needed)
Debt Service Budget

3:45 Insurance Budgets and Financial Audit
Retirement Assessment (if needed)
Professional Services Budget

4:00 Adjourn

Budgets of less than \$10,000 – No specific hearing date needed

Selectmen

Historical Commission

Finance Committee

Personnel Board

Extension Service

Forestry Comm.

Agric. Comm.